

**STATEWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED  
VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 20-187C    OPENING DATE: 29-Apr-20    CLOSING DATE: 18-May-20**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**Human Resources Specialist (Labor Relations), GS-0201-12, T5021000, MPCN: 0083354434**

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**KNOWN PROMOTION POTENTIAL: NONE**

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**SALARY RANGE:**

**\$79,480.00-\$103,328.00 PA**

**SUPERVISORY ☐ MANAGERIAL ☐**

**NON-SUPERVISORY/NON-MANAGERIAL ☒**

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**LOCATION OF POSITION:**

**Human Resources Office, PPMR, Phoenix, AZ**

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date.** The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:** This is a National Guard Title 5 Excepted Service position and is **Open to AZNG: T32, T5 Employees and AGR/DSG/M-DAY members** Individual selected will receive a Permanent Appointment after successful completion of a one year trial period.

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

**Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.**

**VETERAN'S PREFERENCE:**

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

**REQUIRED DOCUMENTATION:**

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EDUCATION:**

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

**CONDITIONS OF EMPLOYMENT:**

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**REASONABLE ACCOMMODATION POLICY:**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

**Relocation Incentive may be offered:** YES ☐ NO ☒  
**PCS may be offered:** YES ☐ NO ☒

**NOTES:**

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Knowledge of Labor Relations and Equal Employment Opportunity.
  2. Knowledge of Federal Technician and Civilian Employee benefits and entitlements programs.
  3. Ability to interpret laws, policies and regulations to provide sound guidance on complex legal matters.
  4. Ability to communicate effectively both orally and in writing.
  5. Ability to negotiate, and build and maintain relationships.
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**SPECIALIZED EXPERIENCE:** A) Must have at least 1 year experience at the next lower grade (GS-11) or 36 months experience, education, or training involving the administering, delivering, maintaining, advising, and adapting advanced concepts, principles, and theories of Federal/State Human Resources Management to the unique organizational, management, and mission requirements. Experience assisting in the development of Federal/State Employment Human Resources policies and procedures. Experience advising management on Human Resources principles and practices.

**BRIEF JOB DESCRIPTION:** This position is located in the Arizona National Guard Human Resources Office that has responsibility for servicing both Army and Air National Guard Federal Employees, Active Guard Reserve and may include State personnel. Consults with all levels of management to include the Arizona Adjutant General, Land/Air Component Commander, Chief of Staff, Air Commander, Air National Guard (ANG) Group Commanders, and Army National Guard Army National Guard (ARNG) Directorate positions, to develop agency policies on and positions for negotiation to include researching potential union proposals. May serve as chief negotiator. Serves as participating member, or advisor to the management negotiating team(s) providing advice on developing management proposals, negotiating strategies, and when union's proposals may be nonnegotiable under federal law and regulations. Applies a wide range of Human Resources (HR) case law, principles, practices and regulations sufficient to perform detailed analyses and draw conclusions on complex legal issues, problems, and situations. Utilizes legal research methods, information gathering techniques, and analytical skill sufficient to locate, interpret, and analyze for applicability and appropriateness, precedent and substantive decisions, and/or legal opinions that various courts and administrative bodies have rendered. Establishes the state's position in impasse situations including the preparation of documentary material for review by a third party. Advises management on the day-to-day administration of collective bargaining agreement(s). Interprets the intent of the contractual language and attempts to resolve problems that arise over application of contract provisions. Assists managers and supervisors in informally resolving disputes with union officials concerning the interpretation and/or application of the agreement. Meets with union representatives during the life of the contract to negotiate impact of new programs and policies, reductions-in-force, etc. Assists the Federal Labor Relations Authority (FLRA) in arranging for and conducting union certification elections. Trains supervisors in the provisions of negotiated agreements and other aspects of labor management relations.

Develops and represents the state's position in administrative proceedings such as unfair labor practices, grievance proceedings, impasses and arbitrations. Advises all levels of management in determining appropriate procedures to follow. Conducts investigations and consults with National Guard Bureau (NGB) Labor and Management Services Division to keep them informed of the issues involved. Prepares briefs, positions papers, etc., and assists witnesses in preparing testimony. Serves as point of contact to union representatives, NGB, and management on labor relations problems. Maintains contact with operating officials in the state to keep them apprised of labor relations policies and procedures and to ensure that the supervisor's need for formal training is identified and information is provided to the Adjutant General on any requirement for program guidance.

Provides Alternate Dispute Resolution (ADR) services and advice or other non-adversarial problem solving approaches such as advocacy, mediation, interest-based bargaining, etc., for a variety of human resources problems encountered by management and employees. Resolutions offered may be non-binding but are to be in the best interest of the National Guard. This may include advice and guidance to the State Human Resources Office. Advises on Technician, AGR and State issues that are sensitive, serious or controversial. Problems involve issues such as ethics, discrimination and fraud that require special treatment due to the potential embarrassment to the activity, impact on employee morale, or subsequent impact on the group(s) involved. Provides advice and assistance to management on preparing disciplinary and adverse actions. Reviews draft adverse actions to ensure compliance with existing law, rule or regulation. Prepares necessary correspondence and documentation for appeal processes. Serves as committee and/or hearing technical advisor/representative at hearings before such bodies as MSPB, EEOC/Advisor in U.S. Courts and before National Guard hearing examiners. Provides information to supervisors and managers on counseling employees, in correcting work deficiencies and in establishing constructive work habits. Provides information on employee rights and obligations.

Provides continuing advice to supervisors and management representatives on the variety of formal and informal methods available to assist them in carrying out their supervisory responsibilities. Analyzes facts from individual actions, reports and routine advisory services to correct existing employee relations problems or identify potential problems. Advises employees on the substance of specific personal matters such as supervisory relationships. Advisory services are performed with organizations that are characterized by a normal diversity of occupations ranging from trades through administrative, moderate in size or large with few communication problems and relatively stable mission. May facilitate development and administration of labor management partnership. May organize and administer joint labor management

training. May plan and assign work and provide guidance and technical assistance to an assistant. Serves as the Benefits Team Section Lead.

**SELECTING OFFICIAL:** Col Patrick McDonnell

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